



SHASTA COUNTY

OFFICE OF THE ASSESSOR-RECORDER

LESLIE MORGAN, ASSESSOR-RECORDER

Agricultural Property Statement (BOE 571-F)

Assessee Information Update

Filing due date: April 1, 2023

Penalties apply if filed after May 7, 2023

You have been requested by the Shasta County Assessor to complete and file the enclosed Agricultural Property Statement (BOE 571-F). Instructions for preparation and filing are enclosed.

For a business that was closed, sold, or moved out of Shasta County, please complete the appropriate information below, sign, and return. If closed, sold, or moved after 12:01 a.m. on January 1, 2023 or if business equipment remains in Shasta County after that date, in addition to this form, an Agricultural Property Statement must be completed in full and returned.

Assessee Information Update forms or property statements that are incomplete, invalid, and/or do not have a valid signature will be returned for correction, which could result in late filing or other penalties.

Please call (530) 225-3640 with any questions or clarification on how to file a statement.

Assessee Information

Assessee Name: _____ Assessment No.: _____

Mailing Address: _____

City / State / Zip: _____

Telephone No.: _____

As applicable, please enter... date Closed: _____ date Sold: _____ date Moved: _____

If closed, sold, or moved after 12:01 a.m. on Jan. 1, an Agricultural Property Statement must be completed.

Closed, what did you do with the business equipment? _____

Sold, Buyer's name: _____

Address: _____

City / State / Zip: _____

Moved, New address: _____

City / State / Zip: _____

Authorized signature: _____ Date: _____

Printed name: _____ Title: _____

Frequently Asked Questions (FAQ)

For a complete list of FAQ, please read *Business Property Statement - Frequently Asked Questions* at <https://www.shastacounty.gov/assessor/page/annual-filing-forms>

Why do I have to complete this statement?

California Revenue & Taxation Code (RTC) Section 441 states, every person who owns, claims, possesses, or controls tangible personal property not specifically exempted, shall file a property statement upon request of the Assessor. Generally, personal property that is assessable consists of any property used in the conduct of a business (i.e., machinery and equipment, office furniture and equipment, tools, computer equipment, and leasehold improvements). Also included are boats, aircraft, and mobile equipment. Since you have received this statement, you are required to complete it and file it with the Assessor.

What happens if I don't timely file a valid property statement?

If a valid statement is not filed timely, RTC Sections 441 & 470 require the Assessor to add a 10% penalty to the assessed value. The same penalty may apply for statements that are not completed properly. For those taxpayers that do not file a statement upon request or do not complete the statement properly, the Assessor is required to estimate the value of the property to which the 10% penalty will be applied.

What is considered a valid property statement?

When completing the statement, all items on the statement must be addressed properly. Per RTC Section 441(g), the Assessor will not accept a statement determined to be in error and may return it for correction. On Page 1, this includes completing the location of the business property, all questions answered in Part I, amounts documented properly in Part II, all leases/finance agreements and property belonging to others included in Part III, and a signature by a valid individual. For pages 2-4, if there is an attached listing, this may substitute for completing Schedules A through E. For the other schedules, all items must be completed when applicable. Please note that 'Same as last year' or 'No changes' are not acceptable.

What if the printed information is not correct?

You are to make the necessary corrections to the printed name, mailing address, and location of the business property if any of the information is incorrect. Do this by lining out the incorrect information and documenting the correct information on the side. Please do not place a label over our printed information. If the location of the business is incorrect, but you are still located in Shasta County, please be sure to document the correct date in Part 1 (d). If you moved out of Shasta County, please see the instructions on the opposite side of this sheet.

What is considered a valid signature?

The statement must be signed by the assessee, a duly appointed fiduciary, or a person authorized to sign on behalf of the assessee. Authorized individuals by ownership type are shown below. Aside of those individuals, to be considered an authorized signor, there must be a valid agent authorization on file. Scanned, stamped, or pre-printed signatures are not considered valid.

All ownership types:

Member of the bar
Certified public accountant
Public accountant
Enrolled agent

Partnership:

A partner

Corporations:

Any officer of the corporation

Limited Liability Company:

Manager or member. LLCs sometimes use titles like those in a corporation which is also acceptable.

Can I use a software generated property statement?

There are several companies that have software which generate a statement similar to the original statement. Per RTC Section 441.5, the Assessor has taken the position to not accept software generated statements in lieu of the original. Software generated statements may be used as an attachment to the original if all items are addressed properly and the original includes a valid signature. Invalid statements may be returned for correction and/or considered an invalid filing.